

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled

Position Title: Highway Patrol Office Assistant

Department/Division: Highway Patrol Bureau, Metro East Patrol Bureau

Workplace Address: Scottsdale/Metro East Office
15600 N. 78th Street
Scottsdale, AZ 85260

Number of Hours/Week: Flexible hours and/or on call as needed

Days of Work Week: Monday through Friday

Start/End Hours: Flexible, between 8:00 am to 5:00 pm

Position Description: This position provides clerical assistance to the reception desk, Office Coordinators, and 30-day Impound Hearing Office. Specific duties may include: answering incoming phone calls; greeting customers at reception desk; distributing time sensitive faxes; distributing incoming mail; filing; data entry; etc.

Qualifications: Requires a combination of customer service, computer, and office experience.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Officer Darien Chavez at 602-223-2058.

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